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24 AUG 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Director of Information Services

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SUBJECT: OIS Weekly Report (17-23 August 1983)

Office of the Director

On 23 August the Director of Information Services briefed Mr. Douglas Olin of OMB on the organization and responsibilities of OIS with special emphasis placed on the areas of FOI/PA and the development of an Agency automated records accounting system. Others in attendance were the Chief and Deputy Chief of the Administrative Group, O/Compt, Deputy Director of Information Services, and OIS/Executive Officer.

On 24 August the Director of Information Services and Chief, ~~Personnel/OIS~~ visited NPIC to discuss the MI Career Sub-Group responsibilities and opportunities with registry personnel. This was at the invitation of the Chief, Operations Support Group/NPIC as a follow-up to the meeting that was held with NPIC management representatives on 27 July.

Classification Review Division

CRD reviewed one manuscript (two pages) for PRB, 190 manuscripts (383 pages) in the FRUS series for the Department of State, 27 documents (323 pages) for the Information and Privacy Division, and 28 Summaries of Agency Employment (36 pages) during this reporting period.

Records Management Division

Several members of RMD met with an Office of Development and Engineering/DS&T officer to discuss the feasibility of using optical disks to store ADP records at the Agency Archives and Records Center (AARC). RMD personnel were particularly interested in information on cost estimates for such a system and on progress in the DI's Bio-Star Project which will use optical disk technology for storage of personality data.

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Chief, RMD and two other RMD officers met with the Intelligence Community Staff (ICS) Records Management Officer to discuss establishing a registry in the Ames Building. ICS is planning to move three components from Headquarters to Ames and would like registry support for those elements. It was agreed that OIS will consider this, as it evaluates the feasibility of setting up a training or model registry in Ames, and that ICS will provide a memorandum outlining the specifics of this request.

Chief, RMD participated in a meeting of the Executive Systems Working Group of the Information Systems Board. The group discussed ways of approaching its responsibilities and received a briefing on the Logistics Integrated Management System. For the September meeting members will compile a list of key management support systems used in their Directorates and discuss system requirements with their key managers.

25X1 An RMD representative attended a briefing [redacted]  
25X1 [redacted] on their emergency  
25X1 relocation plans and vital records program. RMD will be working with  
[redacted] on developing a vital records program to meet [redacted] office needs  
during local emergencies and on coordinating our support for the Agency's  
national emergency planning efforts.

Members of RMD met with the records management officers from the Offices of the DCI, DA, DI, and DS&T to continue discussions on the feasibility of establishing consolidated registries in the new Headquarters building. The group reviewed material compiled on registry activities performed in the DA and DS&T to develop profiles on each of these registry operations. A meeting will be held with the Chief, New Building Project Office and with DA and DS&T representatives in September to discuss additional registry requirements and relevant building characteristics.

Information Technology Branch (ITB) officers briefed the DI Records Management Officer on TRIS. He was impressed with the progress being made and will study the TRIS material to see whether all DI requirements are being met. He plans to request an Interim CARS package for the O/DDI Registry.

ITB completed its audit of Top Secret collateral documents in the DS&T Registry bringing to 37 the number of audits accomplished this year. Fourteen audits remain to be completed, including one for the DO which is currently underway.

AARC personnel keyed 6,063 entries into ARCINS and made 42 additions, 38 changes, and five deletions in RAMS.

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Regulations Control Division

RCD currently is processing a total of 121 jobs which include nine new proposals, 19 issuances in active negotiation, ten issuances prepared for publication by P&PD, and two issuances published. Issuances of special interest included a notice announcing the transfer of the Office of Personnel to the DA and the transfer of the Office of Equal Employment Opportunity and the Career Training Task Force to the Office of Personnel, and a notice setting forth actions taken by Classification Review Division to review, coordinate, and identify documents for possible declassification which were originated by the Intelligence Community and which are of potential value to other Agency components.

RCD made additional changes to the text and prepared instructions for the assembly and printing of [redacted] It was hand-carried to P&PD on 19 August for the first set of page proofs.

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Information and Privacy Division

A separate report is attached.



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**Attachment:**

As stated

OIS/EXO [redacted] (24 Aug 83)

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**Distribution:**

- Original & 2 - Addressee w/att
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